

Issued: Tuesday 9 January 2024
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LICENSING PANEL

You are summoned to a meeting of the Licensing Panel, which will be held in Committee Room One, Woodgreen, Witney, Oxfordshire OX28 1NB on **Thursday, 18 January 2024 at 10.00 am.**



Giles Hughes
Chief Executive

To: Members of the Licensing Panel:

Councillors: Mark Walker (Chair), Julian Cooper, Jane Doughty, (Edward James - Reserve)

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As a matter of courtesy, if you intend to record any part of the proceedings please let the Democratic Services officers know prior to the start of the meeting.

AGENDA

1. **Apologies for Absence**
To receive any apologies for absence.
2. **Declarations of Interest**
To receive any declarations from Members of the Committee on any items to be considered at the meeting.
3. **Minutes of Previous Meeting (Pages 3 - 6)**
To approve the minutes of the meeting held on 18 April 2023.
4. **Application for a New Premises Licence - The Wilderness Festival, Cornbury Park (Pages 7 - 68)**
Purpose
To determine an application for a new premises licence made by MAMA Festivals Limited, for the Wilderness Festival at Cornbury Park, Charlbury, OX7 3EH

Recommendation
That the Licensing Panel is asked, in light of the representations received, to consider the application and determine whether to:
 - grant the application as requested;
 - grant the application subject to such conditions that are necessary to promote the licensing objectives;
 - refuse the application in whole or in part where it is necessary in order to promote the licensing objectives.

(END)

WEST OXFORDSHIRE DISTRICT COUNCIL

Minutes of the meeting of the **Licensing Panel**

Held in the Council Chambers Witney at 2.00 pm on **Tuesday, 18 April 2023**

PRESENT

Councillors: David Jackson (Chair), Norman MacRae MBE and Mathew Parkinson

Officers: Andrea Thomas (ERS Officer, Professional Services), Alex Kirk (Lawyer), Rick Downham (Environmental Health Officer), Anne Learmonth (Democratic Services Officer) and Michelle Ouzman (Democratic Services Officer).

15 Minutes of Previous Meeting

The minutes of the meeting held on 16 February 2023 were approved and signed by the Chair as a correct record.

16 Declarations of Interest.

There were no declarations of interest received.

17 Apologies of Absence.

Apologies were received from Councillors Brooker and Aitman.

18 Application For a Variation to a Premises Licence - Merriscourt Gallery

The Chair Councillor Jackson welcomed everyone to the hearing and introduced the Panel in attendance, Councillors MacRae and Parkinson.

The Chair asked for the Officers in attendance to introduce themselves, Andrea Thomas introduced herself as the Licensing Officer, Alexander Kirk introduced himself as the Legal Officer, and Rick Downham introduced himself as the Environmental Health Officer.

Following introductions the Chair asked those who wished to speak that were in attendance to introduce themselves.

Emily Ricks , General Manager of Merriscourt Gallery on behalf of the Applicant.

Mr Tom Astor, owner of Merriscourt Gallery on behalf of the Applicant.

Mr Howard Sherwood, identified himself as an observer to the meeting. Mr Sherwood had also made representations in Annex D as a local resident.

The Chair outlined the process the hearing would follow and explained that the Panel would be advised by the Council's Legal Adviser, and Committee Clerk.

The Chair reminded all parties to highlight only issues that relate to the Licensing

Objectives should be considered that being:

- The prevention of crime and disorder;
- Public Safety;
- The prevention of public nuisance;
- The protection of children from harm.

Licensing Panel

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The Chair announced that the Panel were in attendance to consider an application for a variation to a premises licence application made by Mr Thomas Astor in regards to the Merriscourt Gallery premises.

The Licensing Officer, Andrea Thomas outlined the application, which considered an application for a variation to a premises licence application made by Mr Thomas Astor in regards to the premises Merriscourt Gallery. The Applicant had applied to extend the opening hours at the beginning of the day and to remove a condition on the current licence, to allow amplified music in the courtyard area. The Officer confirmed there had been objections from local residents covered in Annex D of the report. Conditions suggested by the Environmental Health Officer were detailed in the report as follows;

- The provision of any live and recorded music outdoors shall be restricted to the courtyard and gallery garden areas and shall cease at 23.00 hours prompt. This condition had been agreed by the applicant and would form part of the licence if the application were to be approved.

The Panel were asked to consider the application and to determine whether to:

- Grant the application as requested;
- Grant the application subject to such conditions that are necessary to promote the licensing objectives;
- Refuse the application in whole or in part where it is necessary in order to promote licensing objectives.

The Chair then invited Mr Astor to address the panel.

Mr Astor addressed the Panel, giving an overview of the reason he had applied to vary the current licence. He explained that he would like to streamline his office administration due to currently having to apply for a Temporary Events Notice. The variation would allow for alcohol to be served after wedding receptions and for music to be played at the drinks reception. Mr Astor also explained that he would like to move the times he is permitted to sell alcohol to cover this. Mr Astor referred to the representations of local residents in Annex D and covered the following points;

- Noise concerns – There have been no complaints in 15 years of his business. The business hosts several weddings a year and they are held in a stone building, the doors of the building are kept closed to limit noise and control the temperature of the room. If needed portable fans have been provided to keep the room cool.
- Variation of Licence – To enable music to be played in the outside courtyard area. For amplified music the end time would be 9pm. For some clients the cost of hiring a harpist or string quartet is out of their budget so they request amplified music as an alternative. Mr Astor would be happy to have a noise limit/ restriction. Generally, at the drinks reception the music would be more ‘background’ music rather than played at a loud volume to enable guests to talk. The current licence allows for the venue to be used daily.
- Traffic level – There is accommodation on site. Guests who are staying locally are advised to pre-book taxis due to the location of the venue. Events are not encouraged past midnight due to consideration for staff working late and getting home themselves

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as well as residents living on site. There is an additional fee charged for events that run past midnight.

- Sound and light pollution – In the representations from local residents there was some concerns about use of fireworks . Mr Astor confirmed that they had a no firework policy due to families with young children living on the site and stated that fireworks had never been used on the site.
- Amplified music- For those clients who do not wish to hire live music such as harpist, this would give them an opportunity to play music from a playlist and it would be for a limited time, not after dark or played loudly.
- Mr Astor confirmed that there had been no complaints from the local village of Lyneham. Mr Astor also pointed out that their website has contact details if residents would like to contact the business directly, and had been in contact with the Chairman of Lyneham Parish Council. This was to extend an invitation to the residents of Lyneham to view Merriscourt Gallery.

The Chair, for clarification, advised that issues with traffic and fireworks were not covered by the Licensing Panel and would not be considered. The Chair invited questions from the Panel.

Councillor MacRae asked Mr Astor to clarify what he meant by ‘streamlining administration’. Mr Astor explained that currently if clients request amplified music to be played he has to apply for a Temporary Events Notice to facilitate these requests. To streamline administration would mean if Merriscourt Gallery had the applied for licence a Temporary Event Notice would not be required reducing pressures on administration.

Councillor Parkinson asked if in house catering was provided. Mr Astor confirmed that all catering was in house.

The Chair asked how frequently the areas will be used for amplified music. Mr Astor confirmed that the Courtyard would be used at least twice a year as they host Chipping Norton Theatre as a charitable event. Clients ask 3 to 4 times a year for a playlist to be part of their event. However Mr Astor would like more opportunity to offer use of playlists as an option for clients.

Emily Ricks, General Manager, confirmed that the venue hosts 2 to 3 weddings a week maximum, the vast majority of clients have live music outside. Currently amplified music is played inside the building and doors are shut, this results in guests outside not being able to hear the music. They would anticipate a requested for amplified music once a week between the hours of 2pm and 4pm. This music would not be loud as it is part of the drinks reception and reduced volume allows for guests to chat, so would be background music.

The Chair invited Mr Downham, Environmental Health Officer, to address the Panel. Mr Downham referred to the conditions in the report and clarified the term ‘amplified’. Mr Downham explained that amplified music can be controlled by volume and does not have to result in music played loudly. Mr Downham felt that there had been some misunderstanding by residents to the term amplified, resulting in concerns that music would be played at loud levels. It was considered in the applicant’s case the music would be played at gentle background levels and therefore would not cause problems within the hours being proposed.

Licensing Panel

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The Licensing Officer asked for clarification on contact numbers on the business website and the availability of staff to answer telephone calls. Emily Ricks confirmed that the contact number is redirected to her or the wedding manager's mobiles, who would be overseeing the event and calls would be answered and dealt with.

The Chair invited any other comments or questions. Mr Howard Sherwood, who attended as a member of public observing requested to speak. At the Chair's discretion he addressed the Panel and confirmed his representations as a local resident were covered in Annex D. Mr Sherwood asked for a distinction between pre-recorded sound and live sound to be considered when looking at conditions. Mr Sherwood raised concerns about doors being left shut as conditions in temperature change at night and asked how sound levels would be monitored and enforced. Mr Sherwood was concerned that once the licence was granted this would enable the venue to have amplified or live music that could affect the local residents.

Mr Astor replied that there had been no noise complaints within 15 years of running the business. Families with young children live on the farm so consideration is given to them. Music and outside performances would not be anticipated to run after 4 pm.

Mr Downham confirmed that if there were concerns the Environmental Health team can review the situation however live music and recorded music would be considered separately.

The Panel retired to determine the application.

The Panel returned and advised that they had considered all of the case papers relating to the application and taken into account what had been said during the hearing, they had listened carefully to what the Applicant had said and considered the local residents comments and concerns, including Mr Sherwood. The Panel stated they had also considered the Licensing Objections, the Council's licensing policy and statutory guidance.


The Panel were confident to accept the submission of the Applicant and that they will adhere to the conditions laid out in the present license and the variation. The Panel are content that the variation identified by Environmental Health will address the local residents' concerns and therefore granted the application with the variation to condition. The Panel concluded that any person can review a Premises Licence if there are breaches of the licence.

Resolved that the application be granted with the following variation to the current licence;

1. The provision of any live and recorded music outside shall be restricted to the courtyard and gallery garden areas and shall cease at 23.00 hours prompt.
2. Extension of hours for, plays, performances of dance, supply of alcohol and the hours open to the public.

The Meeting closed at 2.51pm

CHAIR

 <p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>	<p>WEST OXFORDSHIRE DISTRICT COUNCIL</p>
<p>Name and date of Committee</p>	<p>THURSDAY 18 JANUARY 2024</p>
<p>Subject</p>	<p>APPLICATION FOR A NEW PREMISES LICENCE – THE WILDERNESS FESTIVAL, CORNBURY PARK</p>
<p>Wards affected</p>	<p>Charlbury</p>
<p>Accountable member</p>	<p>Licensing Panel</p>
<p>Accountable officer</p>	<p>Andrea Thomas – Licensing Officer Email: andrea.thomas@westoxon.gov.uk</p>
<p>Summary/Purpose</p>	<p>To determine an application for a new premises licence made by MAMA Festivals Limited, for the Wilderness Festival at Cornbury Park, Charlbury, OX7 3EH</p>
<p>Annexes</p>	<p>Annex A – Application Annex B – Applicant Proposed Conditions Annex C – Site Map Annex D – Environmental Health Proposed Conditions Annex E – Representations Annex F – Applicant Response to Representations Annex G – Licensing Hearing Procedures</p>
<p>Recommendation(s)</p>	<p>That the Licensing Panel is asked, in light of the representations received, to consider the application and determine whether to:-</p> <ul style="list-style-type: none"> • grant the application as requested; • grant the application subject to such conditions that are necessary to promote the licensing objectives; • refuse the application in whole or in part where it is necessary in order to promote the licensing objectives.
<p>Corporate priorities</p>	<p>Ensure that services delivered by the Council are delivered to the highest standard</p>
<p>Key Decision</p>	<p>NO</p>

Exempt	NO
Consultees/ Consultation	A 28 day consultation has been undertaken with all Responsible Authorities, Ward Member, Town Council and advertised in accordance with the Licensing Act 2003.

1. BACKGROUND

- 1.1 The Licensing Act 2003 ("the Act") allows applicants to apply for new Premises Licences, Premises Licence variations, Club Premises Certificates and Personal Licences. This application is for a New Premises Licence as the previous licence held by the applicant has now expired.
- 1.2 The Application was received on 20 November 2023. The Applicant is MAMA Festivals Limited, for the Wilderness Festival at Cornbury Park, Charlbury, OX7 3EH
- 1.3 The Licensing Authority is satisfied that the Application was duly made, the correct notification process was followed, the Application was appropriately advertised, and several Site Notices advertising the Application were placed throughout the site for 28 days.
- 1.4 This Application is for a new Premises Licence for a 5-day period to cover sales of alcohol, regulated entertainment and late-night refreshment for a maximum capacity of 29999 on-site per day.
- 1.5 A redacted copy of the application can be found in **Annex A** along with a set of conditions proposed by the applicant in **Annex B**, these would form part of the Premise Licence if the application were granted.
- 1.6 Hours applied for

Licensable Activity	Thursday	Friday	Saturday	Sunday	Monday
Plays	1000hrs to Midnight	1000hrs to 0300hrs	1000hrs to 0300hrs	1000hrs to 0200hrs	None
Films	1000hrs to Midnight	1000hrs to 0300hrs	1000hrs to 0300hrs	1000hrs to 0200hrs	None
Indoor Sporting Events	1000hrs to Midnight	1000hrs to 0300hrs	1000hrs to 0300hrs	1000hrs to 0200hrs	None
Live Music *	1000hrs to Midnight	1000hrs to 0300hrs	1000hrs to 0300hrs	1000hrs to 0200hrs	None
Recorded Music *	1000hrs to Midnight	1000hrs to 0300hrs	1000hrs to 0300hrs	1000hrs to 0200hrs	None
Provision of Dance	1000hrs to Midnight	1000hrs to 0300hrs	1000hrs to 0300hrs	1000hrs to 0200hrs	None

Anything of a similar description to live and recorded music and dance	1000hrs to Midnight	1000hrs to 0300hrs	1000hrs to 0300hrs	1000hrs to 0200hrs	None
Late Night Refreshment	2300hrs to 0400hrs	2300hrs to 0400hrs	2300hrs to 0400hrs	2300hrs to 0300hrs	None
Supply of alcohol	Midday to 0100hrs	1000hrs to 0400hrs	1000hrs to 0400hrs	1000hrs to 0300hrs	None

*The Main Stage will not operate on Thursday and will only operate between 1000hrs to 2300hrs on Friday, Saturday and Sunday
The site will open at 0800hrs on Thursday and close at 1600hrs on Monday.

2. SITE DESCRIPTION

- 2.1 A copy of the plans concerning this application can be found in **Annex C**

3. REPRESENTATIONS

- 3.1 **Responsible Authorities under the Licensing Act 2003** - Apart from proposed conditions from Environmental Health there have been no representations made by any of the other Responsible Authorities. The Fire Safety Officer submitted a response of 'no adverse comments to make' and the Planning Officer from West Oxfordshire District Council and the Licensing Officer from Thames Valley Police both submitted a response stating no objection to the application.

The Environmental Health Officer from West Oxfordshire has requested noise conditions be added to the licence, found in **Annex D**. At the time of writing this report these noise conditions were still to be agreed by the applicant.

- 3.2 **Residents/Parish Meeting** - There have been representations received from local residents and Fawler Parish Meeting in relation to this Application which can be found in **Annex E**.
- 3.3 A response from the applicant in regard to the representations can be found in **Annex F**

4. NATIONAL GUIDANCE

- 4.1 The Secretary of State's Guidance requires Licensing Authorities, following receipt of relevant representations, to make judgements about what constitutes a public nuisance and what is necessary, in terms of Conditions attached to a specific Premises Licence, to prevent it.
- 4.2 Where the Act provides for mandatory conditions to be included in a Premises Licence, it is the duty of the Licensing Authority issuing the Licence to include those conditions in the Licence

5. PROCEDURES

- 5.1 A copy of the procedure for the Hearing is attached in **Annex G**.

6. FINANCIAL IMPLICATIONS

- 6.1** There are no financial implications arising directly from the consideration of this Application. However, any appeal to the magistrates' court against the refusal of the Application or against the imposition of conditions could result in the Council having to bear the legal costs of defending its decision.

7. LEGAL IMPLICATIONS

- 7.1** There is a right of appeal to the magistrates' court within 21 days of the Council's decision should the Council refuse the Application or against the conditions imposed on the Licence

8. BACKGROUND PAPERS

- 8.1** West Oxfordshire District Council's Statement of Licensing Policy – 2021
8.2 Home Office Section 182 Statutory Guidance Published April 2018

(END)



West Oxfordshire
Application for a premises licence
Licensing Act 2003

For help contact
ers.licensingandapplications@publicagroup.uk
 Telephone: 01993 861000

* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="MAMA2024/01/PREM"/>	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant?	Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.	
	<input type="radio"/> Yes <input checked="" type="radio"/> No	

Applicant Details

* First name	<input type="text" value="Melvin"/>	
* Family name	<input type="text" value="Benn"/>	
* E-mail	<input type="text" value="[REDACTED]"/>	
Main telephone number	<input type="text" value="[REDACTED]"/>	Include country code.
Other telephone number	<input type="text"/>	
<input checked="" type="checkbox"/> Indicate here if you would prefer not to be contacted by telephone		

Are you:

- Applying as a business or organisation, including as a sole trader
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	<input type="text" value="06798945"/>	
Business name	<input type="text" value="MAMA Festivals Limited"/>	If your business is registered, use its registered name.
VAT number	<input type="text" value="GB"/> <input type="text" value="867608971"/>	Put "none" if you are not registered for VAT.
Legal status	<input type="text" value="Private Limited Company"/>	

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

Section 4 of 21

NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

MAMA Festivals Limited

Details

Registered number (where applicable)

06798945

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth

* Nationality [Documents that demonstrate entitlement to work in the UK](#)

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /

dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /

dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

The Premises is the area of land known as the "Festival grounds" which forms part of the Cornbury Park Estate (as delineated on the plan attached to this application) which is used each year for the Wilderness Festival. Note - a small area of additional land forms part of the application site.

Continued from previous page...

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

29999

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of a play take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Continued from previous page...

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

A number of plays and theatrical performances are expected - some specifically aimed at children, some for a mixed audience, others for adult audience. Any plays with content unsuitable for minors to take place in a closed venue with age restrictions advertised and enforced at point of entry.

State any seasonal variations for performing plays

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

Continued from previous page...

THURSDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="00:01"/>	End	<input type="text" value="03:00"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

SUNDAY

Start	<input type="text" value="00:01"/>	End	<input type="text" value="03:00"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

Will the exhibition of films take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

The exhibition of films will comprise the showing of feature films both inside the tented structures and on outside screens. Accompanying sound will be low-level amplified film sound track. Only films with an appropriate BBFC classification will be shown, with appropriate age restrictions and notifications in place, where necessary.

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing indoor sporting events?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

A number of sporting and wellbeing activities such as yoga are expected to take place.

State any seasonal variations for indoor sporting events

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non-standard timings. Where the premises will be used for indoor sporting events at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start	<input type="text" value="00:01"/>	End	<input type="text" value="03:00"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

SUNDAY

Start	<input type="text" value="00:01"/>	End	<input type="text" value="03:00"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

Will the performance of live music take place indoors or outdoors or both?

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

- Indoors Outdoors Both

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Levels are contained in the proposed Conditions.
The Main Stage will not operate on Thursday and will only operate between 10:00 - 23:00 on Friday, Saturday and Sunday.

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

Standard Days And Timings

MONDAY

Start	<input type="text" value="00:01"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="00:01"/>	End	<input type="text" value="03:00"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

SUNDAY

Start	<input type="text" value="00:01"/>	End	<input type="text" value="03:00"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Levels are contained in the proposed Conditions.

The Main Stage will not operate on Thursday and will only operate between 10:00 - 23:00 on Friday, Saturday and Sunday.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

Continued from previous page...

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

Continued from previous page...

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

A number of dance performances are expected potentially ranging from contemporary dance to folk dancing and ballet, these may occur both outdoor and indoor.

State any seasonal variations for the performance of dance

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of dance at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

Continued from previous page...

THURSDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="00:01"/>	End	<input type="text" value="03:00"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

SUNDAY

Start	<input type="text" value="00:01"/>	End	<input type="text" value="03:00"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

Give a description of the type of entertainment that will be provided

A number of talks, comedy and other art forms are expected.

Will this entertainment take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for entertainment

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for entertainment at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Continued from previous page...

It is proposed to supply hot food and drink to the public during the above mentioned hours.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start	<input type="text" value="00:01"/>	End	<input type="text" value="01:00"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

SATURDAY

Start	<input type="text" value="00:01"/>	End	<input type="text" value="04:00"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

SUNDAY

Start	<input type="text" value="00:01"/>	End	<input type="text" value="04:00"/>
Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:00"/>

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

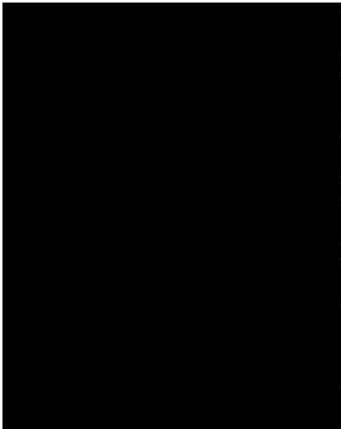
Family name

Date of birth

dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name		<input type="text"/>
Street		<input type="text"/>
District		<input type="text"/>
City or town		<input type="text"/>
County or administrative area		<input type="text"/>
Postcode		<input type="text"/>
Country		<input type="text"/>

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

None is proposed but if adult entertainment is provided, it will be subject to age restrictions, access restrictions and monitoring so it cannot be viewed by children which will be agreed through the SAG process

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="00:01"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="00:01"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="00:01"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

One period of 5 consecutive days, Thursday, Friday, Saturday, Sunday and Monday, each year.
The advertised opening times on the Thursday is 10:00 hrs for car parks, however, we have built in a provision for any early arrivals of queuing vehicles to be brought into the site from 08:00 hrs, to avoid external traffic congestion.
The advertised closing time on the Monday is midday for full campsite egress, however, we have built in a provision for campsite egress for any customers leaving the campsites/car parks late.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Section 18 of 21

LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

Continued from previous page...

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

The Wilderness Festival has previously been authorised and successfully held under Premises Licences W/18/01320/PRMA and W/21/00551/PRMDPS between 1 July 2019 and 31 August 2023 (excluding lockdown).

The purpose of this application is to secure a Premises Licence not limited in time, to authorise the Festival for future years.

The capacity remains the same namely, 29,999 ticket holders, performers, guests, staff and contractors.

The number of days of the Festival – Thursday to Monday – remains the same.

The hours of regulated entertainment remain the same save that:

1. It is proposed that amplified music may be provided until midnight 00:00 on the Thursday of the Festival.
2. The terminal hour on Friday and Saturday will be reduced to 03:00.

The timings for the sale of alcohol have been reduced.

The opening and closing hours of the site have been made clearer with provision to receive early arrivals on site to prevent traffic issues and later closing of the site as a contingency for Force Majeure.

The Licensing Objectives will be promoted by incorporating the Conditions of the previous Licences (quoted above) within a new Licence subject to some clarifications. The proposed Conditions are included in the attached schedule with our proposed changes highlighted in red.

Condition 3 of the proposed Conditions (which is unchanged) is fundamental to the promotion of the Licensing Objectives. Each year the Safety Advisory Group issues written Requirements which the Premises Licence Holder must comply with. By way of an example, a copy of the Requirements for the 2023 Festival, which runs to 27 pages, is attached. This process ensures that the planning for each Festival is an annual process which will enable any new challenges to be addressed through the planning process and compliance with the Safety Advisory Group Requirements.

In addition, Condition 5 (which is unchanged) obliges a Premises Licence Holder to notify the Licensing Authority of the proposed measures that will be taken to reduce the impact of activities upon the Licensing Objective at least 2 months in advance of the proposed Festival. This will ensure that the planning process has proceeded satisfactorily.

b) The prevention of crime and disorder

See above.

c) Public safety

See above.

d) The prevention of public nuisance

See above.

Continued from previous page...

e) The protection of children from harm

See above.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
 - o a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £125000 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

8,100.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

DECLARATION

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my * licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

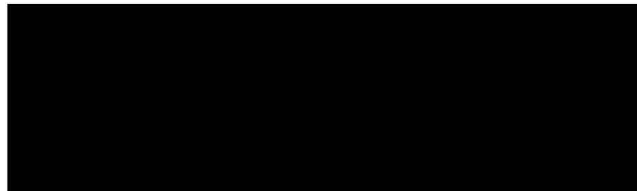


This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

Date (dd/mm/yyyy)



Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/west-oxfordshire/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

Proposed Conditions

- 1) Licensable activities at the Premises will be limited to one event per annum namely Wilderness Festival (the 'Festival') and will not be for general use.
- 2) The Festival will be limited by and/or subject to the following conditions:
 - a) The Festival shall not run for a period exceeding 5 consecutive event days during which the licensable activities may take place, save that, where the first day is a Thursday and/or the last day is a Monday, regulated entertainment shall not take place in the Main Stage Arena on these days.
 - b) The Festival shall designate a Main Stage Arena for a capacity in excess of 5,000, which shall be identified on the site plan and the hours of regulated entertainment in the Main Stage Arena will be limited to 10:00 to 23:00 on each day of the Festival (with the exception of the Thursday and the Monday when the regulated entertainment shall not take place in the Main Stage Arena).
 - c) Any 'fairground' entertainment shall cease at 23:00. Arrangements for the use of PA systems (except in the event of an emergency) shall be approved by the Safety Advisory Group.
 - d) The following Regulated Entertainment noise levels are applicable to the provision of live and recorded music and will apply to the Festival, at the times as provided in condition 2(e) below:

Higher level: This level is 65 dB (LAeq 15 min) determined at one metre from the facade of any 'off site noise sensitive premises' or in either the 63 Hz or 125 Hz octave frequency bands 75 dB (Leq 15 min) determined at one metre from the facade of any 'off site noise sensitive premises' at a distance of 2km and beyond from the site.

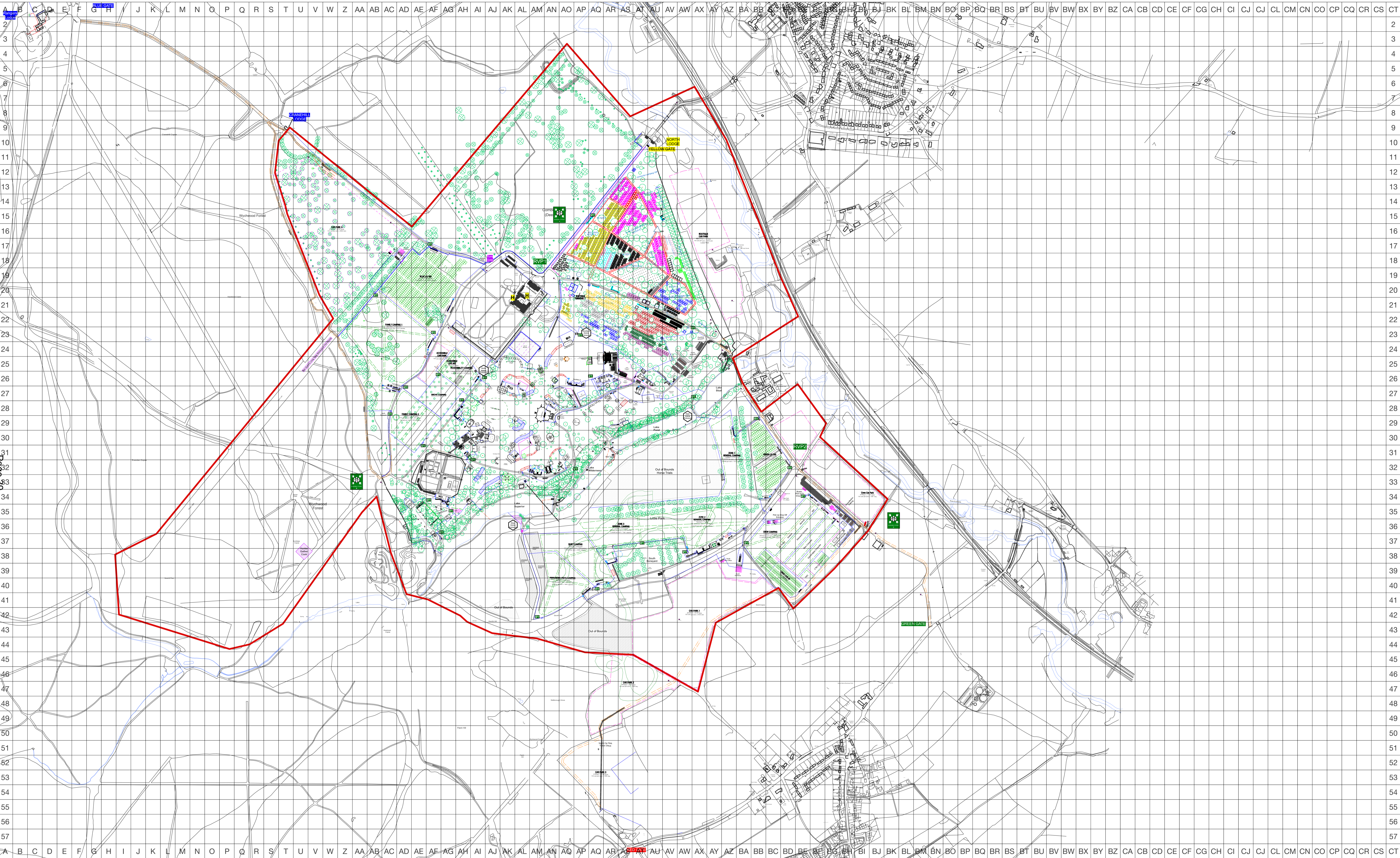
Lower level: This level shall not exceed 44 dB (LAeq 15 min) or 44 dB (LAeq 5 min) 23:00 - 07:00 hrs determined at one metre from the facade of any 'off site noise sensitive premises' or, in either the 63 Hz or 125 Hz octave frequency bands, shall not exceed 65 dB (Leq 5 min) determined at one metre from the facade of any 'off site noise sensitive premises' at a distance of 2km and beyond from the site.

Minimal level: This level shall (in all cases) not exceed 40 dB (LAeq 5 min) determined at one metre from the facade of any 'off site noise sensitive premises' and, in either the 63 Hz or 125 Hz octave frequency bands, shall not exceed 55 dB (Leq 5 min) determined at one metre from the facade of any 'off site noise sensitive premises' at a distance of 2km and beyond from the site. For clarity, this applies to all live and recorded music.
 - e) Regulated Entertainment noise levels shall be limited to the following hours and levels of regulated entertainment noise (as provided in condition 2(d) above):

On the Thursday: Lower level: 10:00 to 00:00
 Friday and Saturday: Lower level: 10:00 to 14:00
 Higher level: 14:01 to 23:00
 Lower level: 23:01 to 02:00 (the following day)
 Minimal level: 02:01 to 03:00 (the following day)
 Sunday: Lower level: 10:00 to 14:00
 Higher level: 14:01 to 23:00
 Minimal level: 23:01 to 02:00 (the following day)
 - f) The premises licence holder shall identify to the licensing authority a nominated person and telephone number for the receipt of complaints about licensed events, which complainants can use to lodge their complaint during or after events. The licence holder shall keep a written record of all complaints including the time of complaint, cause of complaint and complainant information. The written record shall be made available to the Licensing Authority on reasonable request.
 - g) Details of the proposed Festival shall be submitted to the Safety Advisory Group (SAG) at least 3 months

in advance of the proposed event.

- h) 'Offsite noise sensitive premises' shall include premises used for residential purposes, hospitals or similar institutions, education establishments (when in use), places of worship (during recognised times and days of worship) and any premises used for any other purposes likely to be affected by music noise.
- i) 'Indoor' shall mean inside any temporary building, tent, marquee or similar structure.
- 3) The Premises Licence Holder will liaise with the Safety Advisory Group (SAG) appointed by the Licensing Authority and shall comply with the requirements of that Group.
- 4) The Premises Licence Holder must notify the Licensing Authority at least three months in advance of the proposed Festival of historical and estimated attendance figures for the Festival.
- 5) The Premises Licence Holder must notify the Licensing Authority at least two months in advance of the proposed Festival of the proposed measures that will be taken to reduce the impact of activities upon the Licensing Objectives.
- 6) At least three months in advance of the proposed Festival, the Premises Licence Holder shall submit a traffic management policy to be agreed with the Licensing Authority, Oxfordshire County Council, and Thames Valley Police, which takes into account the arrival and dispersal of trade stands and all other ancillary infrastructure associated with events.



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WILDERNESS

Festival
REPUBLIC.

PROJECT Wilderness Festival	
DRAWING TITLE Site Overview	
VENUE Cornbury Park, OX7 3EJ	SHOW DATES 1st - 4th August 2024
This drawing is copyright and may not be reproduced or distributed without the express permission of the copyright holder.	

CLIENT MAMA	PROJECT MANAGER Emma Kirkby	SCALE 1:5750 @A1
DRAWN BY MJ	ISSUE DATE 29/08/2023	
PROJECT ID WLD24	SHEET NO. GA.01	ISSUE NUMBER 1

Key	
	Steel Shield
	Smart Hoard
	Steel Hoard
	Heras
	Barrier
	Met Barrier
	Chapter 8
	Picket Fence
	Chesnut Pale
	Rope and Post
	Gate
	Festoon 1m Spacing
	Festoon 3m Spacing
	Tower Light
	Concession - Food
	Concession - Retail
	Brand Activation
	Fairground
	Trackway Panel
	Water Tapboard
	Water Standpipe
	Emergency Exit
	Gate Number
	Car Park Route
	Medical Point
	Stage Barrier
	PJ Toilet
	Accessible PJ

Annex C

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Table of Noise Limits requested by ERS Pollution – WODC

Event date (to be amended each year)	Noise level and times	Noise limit A weighted	Noise Limit 100Hz and below 1/3 octave bands*
Thursday	Lower level 1000hrs to 2300hrs	44dB(LAeq15min)	65dB (Leq15min)
Friday and Saturday	Lower level 1000hrs to 1400hrs	44dB(LAeq15min)	65dB (Leq15min)
	Higher level 1401hrs to 2300hrs	65dB(LAeq15min)	75dB (Leq 15min)
	Lower level 2301hrs to 0200hrs	44dB(LAeq5min)	65dB (Leq 5min)
	Minimal level 0201hrs to 0400hrs	40dB(LAeq5min)	55dB (Leq 5min)
Sunday	Lower level 1000hrs to 1400hrs	44dB(LAeq15min)	65dB (Leq 15min)
	Higher level 1401hrs to 2300hrs	65dB(LAeq15min)	75dB(Leq 15min)
	Minimal level 2301hrs to 0200hrs	40dB(LAeq5min)	55dB(Leq 5min)

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W/23/01303/PRMA – Representations - Wilderness Festival

C Montague

Whilst we fully support the Wilderness festival, we object to the noise element of the license going on until 3am/4am.

If Glastonbury and all the other major music events finish at midnight, we believe this event has no special circumstances that would make it need to/have to extend beyond this time. Midnight is a reasonable compromise time for local residents to not have their sleep interrupted, especially as it is in the summer, windows are open and noise travels.

H Ratcliffe

Regarding application W/23/01303/PRMA, I would like to make a comment under the Prevention of Public Nuisance Licensing Objectives.

I am concerned about the creeping nature of the festival. It started as a three-day weekend but now it is a five-day event, how long before it is a full seven days? Glastonbury comes to mind but we don't have the infrastructure to cope as they do, this is going to be tough on the local area and the residents.

As for the music (I think there are two stages playing), Friday and Saturday until 3 in the morning and Sunday until 2am, this year there was a 4am and a 2am cut off and that was bad enough, sleep deprivation is not very pleasant.

C Tatton

I would like to write in support of the public entertainment license for the Wilderness Festival at Cornbury Park. West Oxfordshire is very fortunate to have this fantastic festival on its doorstep.

However, I would like to object on the grounds of public safety, disorder, public nuisance and protection of children to the use of the North Lodge entrance and exit to contractor traffic, buses, taxis and festival traffic.

Unfortunately this year, excessive traffic was being allowed into and out of the North Lodge entrance and exit, resulting at times in total grid lock from the the exit up to the Fiveways

junction, and turning left into Park St, Charlbury. It became so serious at times that it was very disorderly with tempers flaring and worse, and presented a public safety hazard, as there was no chance that any emergency vehicles would be able to get through the mayhem.

Can I suggest that the stretch from road coming out of North Lodge, and turning left through Park St, and up the Church St cross roads is totally blocked off to festival traffic in future years, allowing only very local resident access that is properly and totally policed in future years. This would also allow the considerable number of pedestrian and cyclists from the town and train station to access the festival safely and in an orderly way, including the large number of local children who use these means of transport to access the festival.

I feel that the South hill Lodge and Forest hill entrances and exits are much safer and less of a nuisance, if the traffic is directed by fixed signage away from nearby towns and villages, directly onto the A361 in the case of the Forest Hill exit and onto A44 in the case of the South Hill Lodge exit.

Such fixed signage and movement of traffic onto main Roads is used at the Big Festival every year near Kingham avoiding local villages as much as possible, thus improving public safety, reducing possible disorder and public nuisance. Currently the signage is moveable and as a result is often moved or thrown around which results in chaos, nuisance, disorder and a threat to public safety for local residents and festival goers alike.

I hope that these comments are acted on and seen in a constructive and positive way, as I have absolutely no wish to see the Wilderness Festival stopped.

J Douglass

I attach comments on this licence application. I will also post a hard copy in at the council offices.

It is important to note (as I say in this document) that the notice of licence application was placed only on stakes or gates alongside remote footpaths leading into Cornbury Park. It was not put up on any parish notice boards, neither was any notice of the application published in local village newsletters. The vast majority of the residents of Ramsden and neighbouring villages such as Finstock and Leafield, do not walk regularly through the Cornbury estate. Therefore, siting the notices in such places, and only in such places, will inevitably miss at least 95% of people who might have a view on the disruption generated by the festival. Perhaps that was the intention.

Attached Document content:

Concerning licence application W/23/01303/PRMA (Mama Festivals relating to 2024 Wilderness Festival at Cornbury Park).

We wish to object to this application on the basis that the noise generated by the Wilderness

Festival is a public nuisance.

The problem of unwanted noise:

The Chartered Institute of Environmental Health (CIEH) published a report in March 2022 which captured the results of their annual noise survey. In this survey they state that:

- According to the World Health Organisation, environmental noise comes second in burden of disease only to air pollution and is arguably responsible for more disturbance to quality of life.[1]
- Sleep disturbance is one of the most harmful effects of environmental noise exposure.
- Health issues associated with noise not only affect individuals' quality of life, but also generate significant social costs.

The time has come for a complete re-think of how much disruption local residents should be expected to put up with from the Wilderness Festival. There needs to be a re-balancing towards local residents which allows enjoyment for the festival goers but not at the expense of peaceful nights for neighbours.

Noise levels at Wilderness:

Although living at some distance in Ramsden, we have suffered many sleepless nights as a result of the excessive noise levels generated by the Wilderness Festival. It is also impossible to enjoy a peaceful evening in the garden at any point during the festival.

The noise this year was absolutely cacophonous in Mount Skippett and in the centre of the village (you will have received separate complaints from villagers there). Standing in my garden, I could not hear what a neighbour was saying to me from 3 feet away. The sky was absolutely ringing from all directions.

The sound is supposed to be no more than 65db, equivalent to a washing machine at "sensitive" buildings 2km away. First of all, I would like to invite you to try to get to sleep with a washing machine in your bedroom running continuously for four hours. In truth, the noise was much higher than 65db: it was as if someone had parked their car at the end of my garden and put their sound system on to top volume.

The noise now continues for four days, sometimes until 5am (although the licence specified only 4am). The noise can be heard even through closed triple-glazed windows, and even in rooms situated on the side of a house facing away from the festival. In hot weather it is impossible to have the windows open to cool the room, as the noise is so intrusive.

Ramsden is nearly 2km distant from the site and should not be subject to this annual onslaught. Chadlington is nearly 6km away but villagers there said that they could hear the noise. According to social media posts on I♥Witney, it was even audible in Witney.

This is completely unacceptable. If the music is audible to people who live such a distance away, it must be possible to reduce the volume substantially at the site without significantly reducing the enjoyment of festival visitors. I invite you to come and stand outside my house on Friday or Saturday night of the Festival and tell me if you would be happy to live with that racket. If the noise is within the permitted level, then that level needs to be reduced.

We would like to see the hours of live music restricted to no later than midnight: anything beyond that is having a significantly detrimental effect on neighbouring residents and it is time to redress the balance in favour of those who live close by.

We would also like to see a significant reduction in the permitted noise levels.

We suggest that any performances after midnight should use “silent disco” technology. This is now well established and widely accepted and liked by music fans. Multiple music channels can be made available through individual headphones and participants can choose the music they listen to. This is a perfect compromise between the desire of festival goers to hear loud music and the need for local residents to enjoy the peace and quiet they expected when they came to live here.

It would also be helpful to those who attend the festival. Some neighbours (Mr and Mrs Miller, Mount Skippett, Ramsden) who attended complained that they could not hear the theatrical production they went to, because of noise from adjacent music events. Clearly, the music is too loud even for people who attend the Festival.

We are also very concerned to see that Mama Festivals are hoping to acquire a three-year licence. We are completely opposed to this: given the level of disruption, the acceptability or otherwise of the licence conditions needs to be assessed every year.

Public consultation:

It should not be assumed that a lack of complaints means that there is no problem with the noise. I complained in the first year of the Festival and was pleased to find acoustic consultants came to measure the sound in the second year. They were shocked at the level of the noise they found at Mount Skippett and this was presumably fed back to the organisers. Since then, complaints (by me and others) have been met with the response that licensing conditions have been adhered to.

Many people, like myself, now simply leave the area during the festival and incur costs of hundreds of pounds to stay somewhere else. This year, personal circumstances meant that I could not leave as usual. If people go away – obviously – a complaint is not being registered. It appears to be the case that if there are no complaints, the application for the following year is for louder music over a longer period. Instead of assuming everything is fine, the organisers need to engage in widespread public consultation.

The Festival has consulted in the past, but on a totally inadequate scale, using simply one form of social media.

A website that provides guidance to festival organisers says that: “it is essential for music festival organisers to include as much public consultation as possible”. We do not believe that Mama Festivals have made any serious attempt to gather feedback from local residents and do not believe that the true level of dissatisfaction is being recorded. Some people have no idea that they can lodge a complaint with West Oxon DC and most have no knowledge of the complaints hotline.

Given the widespread disruption caused by the Wilderness Festival we suggest the following should be a mandatory part of the licence conditions:

- Notice to all local parish councils for publication in village newsletters, announcing a date for annual face-to-face public consultation in village halls.
- Publication of the complaints hotline number by the same method. We note that a

telephone number is set up each year, how is this currently advertised and made known to residents?

- Most local villages also have a website or a facebook page: this information should also be published on these sites.

Insufficient notification about the licence application:

A side issue, but one that is very important concerns the way in which the 2024 licence application was publicised.

The only place that the notice was placed was on stakes or gates alongside footpaths leading into Cornbury Park. It was not put up on any parish notice boards, neither was any notice of the application published in local village newsletters. The vast majority of the residents of Ramsden and neighbouring villages such as Finstock and Leafield, do not walk regularly through the Cornbury estate. Therefore, siting the notices in such places, and only in such places, will inevitably miss at least 95% of people who might be affected. Perhaps that was the intention.

In Ramsden, all local planning applications are listed in the newsletter. Given the scale of disruption caused by the Wilderness Festival, the organisers should be required to do the same in order to make sure that all local residents can see the licence application in good time.

We would like the festival organisers to be required to publish the licence application in every surrounding village newsletter, and to place a copy on every PC noticeboard, in sufficient time to allow for comment.

W Cherry

Dear WODC,

Re Planning application W/23/01303/PRMA

Having read through the detail of the Planning application, I would make the following comments/observations:

- In 2023 the noise disturbance was extremely evident well to the south of the site [at least 3 miles] with the bass frequencies not just too loud but also not able to be mitigated with earplugs. This is a characteristic of the 'thumping drum and bass' sound pressure level not just simple dB level. The noise is felt as well as heard.
- There is a history of non adherence from the Festival organisers to the sound level conditions of the Planning applications as granted. This is matched by a history of non-adherence to the time permitted [coupled with noise levels again].
- The audio consultants appointed as a condition of the planning should be fully independent. They appear not to be; nor is there a history of them doing their job properly.

It is simply unacceptable and anti social to have the Festival organisers oblivious apparently to the distress they can cause over a wide area. If they could adhere to acceptable noise

levels and cessation times then they would be wished well with the event. Otherwise they should not be granted planning.

P Katz

Music at higher and lower levels can easily be heard in Ramsden if the wind is blowing in that direction. Loud music from Wilderness is an annual nuisance in the early hours. Some residents leave the village for the weekend. I do not see why I should be driven from my home. Fridays and Mondays are working days. The proposed lower level on Thursday until 00.00 is tolerable. It is not fair on residents who work for a living that Sunday night should be any different.

It should be impermissible to have even minimal levels up to 02.00 on a Monday morning. On the other days, when the higher level ends at 23.00, there should be lower level only until 00.00 and then no lower level beyond 00.00 (as on Thursday). There should be no permitted noise at all after 02.00 on any morning.

Fawler Parish Meeting

Ref: W/23/01303/PRMA

Four residents of Fawler have asked me to reply to the Wilderness Application on their behalf. They will also write as individuals.

They consider that the continuance of noise till 3 am constitutes a public nuisance as is also the number of days the festival exists.

They would prefer that the festival closed earlier each night.

Thank you for taking the time to send over your representations with regards to the Wilderness Licence application W/23/01303/PRMA. Having reviewed your comments, below is an update that we hope will allay your concerns regarding the application.

Wilderness Licence Application – Steps Undertaken

Prior to submitting the new application, we liaised directly with local residents with regards to feedback received via our information and complaints inboxes / social media / resident's hotline / Charlbury Forum / Cornbury Park Estate / West Oxfordshire District Council (WODC) and Thames Valley Police (TVP). The feedback highlighted three key areas of improvement: management of music noise, traffic management and the provision of information locally. In August we posted on the Charlbury Forum, highlighting initial thoughts on improvement measures for each.

We reached out to the members of the safety advisory group (SAG) to notify them that we would be applying for a new licence and to schedule a full SAG team debrief. Due to conflicting calendars, we were unable to arrange an all team debrief so individual meetings were scheduled with members from the Food Safety, Noise Pollution and Licensing Teams and TVP to review the 2023 festival and feedback received – all were in support of the application.

Post-application, we agreed with the WODC licensing team to contact 9 parish/town councils, who were emailed directly to alert them of the application and inviting them to send over local feedback and meet to discuss this in more detail. Some but not all councils responded.

Emailed and met with: Leafield, Charlbury

Emailed and feedback received: Ramsden, Fawler

Emailed no response: Finstock, Chadlington, Crawley, Combe, Stonesfield

We also met with councillor Liz Leffman to discuss feedback she had received directly during and post festival.

Blue Notices were displayed on 22.11.23 at 19 agreed locations around the perimeter of Cornbury Park Estate and refreshed on 08.12.23. An advertisement was also published in the Oxford Mail on 23.11.23.

Upon submitting the application WODC received positive responses directly from TVP and Oxfordshire Fire and Rescue.

Noise Improvements / Work

In 2022 we reoriented the Main Stage from pointing towards Cornbury House to facing into the festival site to help absorb music noise internally. This had positive results and, along with favourable weather conditions, meant we received minimal negative comments about music noise from the 2022 festival. We plan to continue with this orientation.

From feedback, we are aware that there are some concerns with regards to music noise. In particular, three areas were identified: late-night noise, Sunday evening noise and low frequency (bass) noise.

Having met with both WODC's Noise Pollution team and our independent noise consultant/expert, Vanguardia, we propose the following improvements:

1. We have reduced the hours of entertainment from 04:00 to 03:00 on Saturday and Sunday. The only venue that previously ran until 04:00 was our main late-night venue, The Valley.
2. On Sundays, The Valley will not operate. Previously this venue operated from 18:00-00:00. Closing it will significantly reduce off-site noise impact, particularly with regards to low frequency.
3. Performances on our Main Stage will continue to cease between 22:45-22:50, to manage the reduction in music noise levels at 23:00 from the higher to lower noise level.
4. We are also working with Vanguardia to assess how we strategically programme post 23:00 across our other venues, focusing on smaller venues to further mitigate off-site sound levels.
5. On-site and off-site noise monitoring by our independent acoustic consultants will continue to operate throughout the duration of the festival, when regulated entertainment is taking place.
6. We will encourage residents to contact us on our residents' hotline with complaints/requests for information during the festival, so we can respond promptly.

7. Our application proposes that a noise management plan will be prepared by our acoustic consultant and approved by the WODC Noise Pollution Team each year. This enables improvements to be made each year.

Traffic Improvements / Work

For reference there are 4 access points to the Wilderness site:

Blue Gate – Rangers Lodge, B4437 Forest Road, OX7 3HL
Green Gate – Southill Drive, B4022 Charlbury Road, OX7 3EW
Red Gate – Witney Road, B4022, OX7 3DF
Yellow Gate – North Lodge, Grammar School Hill, OX7 3EH

In 2021, we reworked the entire site plan to redirect traffic driving through Charlbury to enter site via North Lodge/ Yellow Gate to enter site via Southill Drive/Green Gate. This significantly reduced the number of vehicles passing through Charlbury and we received positive feedback. This continues to be our designated production traffic route.

In 2023, the works at Oxford Station and the adverse weather negatively impacted traffic internally and externally. Currently no works that will affect the direct London Paddington-Charlbury line are planned during the 2024 festival and GWR and National Rail have been contacted to confirm this.

Having reviewed all feedback received and discussed traffic issues with various local residents and councillors, we created traffic maps overlaying the specific locations of traffic feedback onto our existing traffic management plan (TMP) and signage plan. We then met with our traffic management company, CTM, to devise the below proposed steps for traffic mitigation:

1. Egress congestion: vehicles exiting from Blue Gate right onto Dyer's Hill / Market Street (Charlbury)

Direct all vehicles straight out of Blue Gate, then implement a "No Right Turn" order for the Rangers Lodge x B4437 junction, forcing all vehicles to turn left and follow the designated route back to the A40 at Burford, with regular exit signage installed along this route. This should significantly reduce the traffic along The Dyers Hill/Market Street and, further afield where this traffic mixes with traffic from Red Gate, causing congestion at the Enstone and Duke of Marlborough junctions. Additional staff will bolster operations here on the Sunday / Monday egress days.

Suspending parking and traffic light usage along this route were also considered. However, these were deemed inappropriate due to the detrimental effect this would have on local residents in terms of parking limitations and potential wait times due to the convergence of 4 roads that would require traffic lights to manage traffic affectively.

2. Egress congestion: vehicles exiting from Yellow Gate / North Lodge left onto Park Street (Charlbury)

Implement a "No Left Turn" order and road closure on Grammar School Hill, immediately to the left of the Yellow Gate junction. Additional staff will bolster operations here on the Sunday / Monday egress days.

Internally we are also relocating some campsites to distribute external traffic more evenly and reduce the number of vehicles exiting via Yellow Gate / North Lodge.

3. Festivalgoer Parking, Congestion Grammar School Hill and Hixet Wood (Charlbury)

Implement an enforceable No Stopping/No Waiting order, along Grammar School Hill to Five Ways junction, with a permit scheme for residents of Hixet Wood / Wellington Cottages, to prohibit festivalgoer parking along this stretch of road. Previously no hard order was in place, but this stretch of road was coned when agreed/required.

Implement a road closure at Five Ways, similar to the one reached in 2023 in liaison with TVP, to prevent any vehicles accessing Yellow Gate from that direction.

4. Monday egress congestion further afield (B4437 x A44 junction Duke of Marlborough, B4022 x A44 junction Enstone)

There will always be a build-up of traffic at junctions on Monday post-show due to the number of vehicles exiting site. However, the above points should help alleviate this. We are also exploring incentives for alternative travel methods to reduce the numbers of cars coming to site altogether:

- Bus: Added a 2nd London pick up location and have opened survey to explore other potential pick up locations.
- Train: Exploring GWR partnership / incentive scheme.

- Cycling: Adding bike parks to all routes to encourage local residents to cycle rather than drive. Review Ride to Wilderness scheme to incentivise use.

5. Heavy Traffic through Leaffield – routing of HGVs and buses

- Explore options of routing vehicles from the A40 through Witney to remove routing any vehicles through Leaffield, particularly HGV/build traffic.
- Implement a staff closure at both ends of Hatchings Lane, to prevent it being used as a cut through by festival traffic and prevent exiting traffic turning left onto Hatchings Lane post-show.. Allow residents through using a permit scheme.

Improved Signage

- We will completely review and replot the traffic signage plan with CTM, and the AA based on above changes to the TMP. The plan will include early provision for delivery traffic.
- Installation of pedestrian signage, from Charlbury bus and train station along preferred routes.
- WODC have confirmed that they are happy for us to explore attaching some signage to existing posts/signs in key locations, to ensure these are clearly visible throughout the duration of the festival traffic signage period.
- Add more reassurance signage along routes – both ingress and egress.

Increased External Staffing

Explore roaming patrols / drone monitoring of: Charlbury, Charlbury station and Blue Gate, between Fiveways – Yellow Gate and between Fiveways – Green and Red Gate. Add CTM and Festival Republic management staff to key egress routes on Monday post-show for monitoring and liaison.

Other Traffic Management

- **Traffic lights:** we will continue with these on Finstock Road (Green and Red Gate), running as required.
- **Train shuttle:** explore splitting this at the station for the 2 sides of site, to prevent excess external movement.
- **Road resurfacing:** we have confirmed that Grammar School Hill between the Fiveways junction and Yellow Gate road is due to be resurfaced pre-festival.
- **Taxi Management:** we will continue to liaise with local firms (send route map prior to the festival) to reinforce the routes they should be using and encourage local residents to contact us if they see taxis contravening this, so we can contact their firms directly.

Consultation and Planning

The first versions of the new traffic and noise management plans are in the course of preparation. They will be scrutinised as part of the planning process via the SAG. We will also schedule a local meeting to review these with councillors and local residents, ideally towards the end of January. We are planning for local and SAG meetings as per the below schedule:

End Jan	Local residents and council meeting 1
End Feb	SAG Meeting 1
End Apr	Local residents and council meeting 2
End Apr	SAG Meeting 2
19-Jul	Local residents and council meeting 3

Local Resident Outreach and Information

We will be making increased efforts with regards to local outreach, including an expanded residents’ letter drop, adding a residents’ information page to the Wilderness website, collating a list of applicable local forums and groups and ensuring we are proactive with adding information to them, sending key information to local councils pre-festival to distribute and display.

We hope that the above information allays the concerns raised in the representations received, however if you have further enquiries, please do not hesitate to contact me via email at ekirkby@festivalrepublic.com.

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WEST OXFORDSHIRE
DISTRICT COUNCIL

Licensing Act 2003

Licensing Hearing Procedure

May 2005

1. Statement of intent

- 1.1. The Licensing Authority (West Oxfordshire District Council) is committed to processing and determining applications made under the Licensing Act 2003 in an honest, efficient, and considerate manner. Each application will be considered on its individual merits and the Authority will endeavour to prevent negative impact on the four licensing objectives.

2. Introduction

- 2.1. Each application that is determined at a licensing hearing will be treated on its own merits, and The Licensing Authority will take its decision based upon:

- The merits of the application
- The promotion of the four licensing objectives
- The Statement of Licensing Policy, a copy of which can be obtained from Community Safety and Licensing, West Oxfordshire District Council, Woodgreen, WITNEY, Oxfordshire OX28 1NB, and is also available from the Council's web site – www.westoxon.gov.uk.
- The Guidance issued under Section 182 of the Licensing Act 2003 by the Secretary of State for Culture, Media and Sport.
- Statutory Instrument 2005 No 44 – The Licensing Act 2003 (Hearings) Regulations 2005

- 2.2. In accordance with Policy GN I of the Statement of Licensing Policy, licensing hearings will give consideration to promoting the four licensing objectives, which are:

- the prevention of crime and disorder;
- public safety;
- the prevention public nuisance; and
- the protection of children from harm

3. Licensing Hearing Procedure

- 3.1. In accordance with Policy GN II of the Statement of Licensing Policy a licensing hearing will be held to determine any of the following where an application has been made to the Licensing Authority and where a valid representation(s) has been made and not withdrawn:

- application for a Personal Licence;
- application for Personal Licence with unspent convictions; (in all cases as no objections or representations are required for this)
- application for Premises Licence or Club Premises Certificate;
- application for provisional statement;
- application to vary a Premises Licence or Club Premises Certificate;
- application to vary Designated Premises Supervisor;
- application for transfer of Premises Licence;
- application for interim authorities;
- application to review a Premises Licence or Club Premises Certificate;
- determination of a Police Representation to a Temporary Event Notice;
- decision to object when the Authority is a consultee and not the relevant authority considering the application.

- 3.2. The Licensing Authority shall arrange the date on which and time and place at which a hearing is to be held and shall give a notice of hearing in accordance with Regulations 5, 6 and 7. The Regulations provide for the timing of hearings and the notification

requirements to parties to a hearing of the date, time and place of a hearing and information to accompany that notification (regulations 4, to 7 and Schedules 1, 2 and 3). Schedules 1, 2 and 3 of the Licensing Act 2003 (Hearings) Regulations outline the following:

- The type of application – provision under which the hearing is held
 - Period of time by which the hearing must commence
 - Person whom the Notice of Hearing must be given
 - Documents to accompany the Notice of Hearing
- 3.3. The tables contained in the Regulations that show this information have been reproduced in the [Appendix](#) to this procedure.
- 3.4. A Notice of a Hearing will be sent to the applicant(s), interested parties, and responsible authorities in accordance with Regulation 34. The following information will also be made available:
- the rights of the party provided for in Regulations 15 and 16;
 - the consequences if a party does not attend or is not represented at the hearing;
 - this licensing hearing procedure;
 - any particular points on which the authority considers that it will want clarification at the hearing from the party
- 3.5. Where the applicant(s), responsible authority, or interested party intends to produce documents in support of their case, these should be supplied to the Licensing Authority not less than 7 working days prior to the hearing in order for this to be disclosed to all other parties. Regulation 18 allows additional information to be submitted (with consent) in relation to an existing representation at the time of the hearing.
- 3.6. The Licensing Authority will distribute hearing agendas, reports, and associated documents to the applicant(s), responsible authorities, and or interested parties ten clear working days prior to the hearing. Agendas and reports will be published on the Licensing Authority's web site – www.westoxon.gov.uk. Agendas, reports, and associated documents will be available for public inspection at the offices of the West Oxfordshire District Council, Woodgreen, WITNEY, Oxfordshire OX28 1NB. They will also be available for inspection at licensing hearings.
- 3.7. Licensing Hearings will generally be held at the Council Offices referred to in paragraph 3.6 above. The premises have wheelchair access and will be available to all parties 30 minutes prior to, and after the conclusion of, a licensing hearing.
- 3.8. The Licensing Authority may dispense with holding a hearing if the applicant(s), responsible authority, and or interested party agree that such a hearing is unnecessary. A notice will be sent to the applicant(s), responsible authorities, and or interested party informing them that the hearing has been dispensed with.
- 3.9. The Hearing agenda will contain the following information:
- Date, time and place of the hearing
 - Scheduled membership of the Licensing Panel
 - Licensing Authority Contact information
 - Order of business
 - Information on where agendas, reports, and associated documents will be available for public inspection.
 - Information on where the Licensing Hearing Procedure will be available for public inspection

- 3.10. The applicant(s) will have the right to be accompanied to a hearing by his or her representative who may present the case to the Licensing Panel for or on behalf of the applicant(s).
- 3.11. Hearings will be held in public unless the Licensing Authority considers that the public interest in not doing so outweighs the public interest in the hearing, or that part of the hearing, taking place in public in which [case] the applicant(s), those assisting the applicant(s), responsible authorities, or other interested parties can be excluded.
- 3.12. At the conclusion of the Hearing the Licensing Panel will deliberate and determine the application. This process will be carried out in private session.
- 3.13. A record of proceedings will be kept for six years from the date of decision or the disposal of any appeal. The purpose of this is to provide an accurate record of proceedings, and a summary of the key points. The record will also include:
 - Membership of the Panel
 - Any declarations of interest
 - Confirmation that the agreed procedure was followed
 - Details of the decision taken and of the reasons for that decision

4. Licensing Hearing Process

- 4.1. The Chair of the Licensing Panel will at the start of the hearing outline the process, introduce the other members of the panel, and ask the applicant(s), and any responsible authorities or interested parties, to introduce themselves.
- 4.2. The Hearing will begin with a presentation by an officer of the Council, when the application will be outlined.
- 4.3. In accordance with the Regulations:
 - (i) the applicant(s) (or his/her representative) will be invited to address the Panel if they have indicated they wish to and in accordance with the Regulations;
 - (ii) each responsible authority will then be invited to address the Panel if they have indicated they wish to and in accordance with the Regulations; and
 - (iii) Each interested party (whether supporting the application or objecting to it) will then be invited to address the Panel if they have indicated they wish to and in accordance with the Regulations.
- 4.4. The applicant(s) (or his/her representative) will be invited to sum up their application and to address issues raised by the responsible authorities / interested parties.
- 4.5. The Licensing Panel may ask questions of any of the parties following their address.
- 4.6. Regulation 23 states that cross-examination cannot take place unless specified by the Licensing Authority. All parties present at a hearing will be allowed to ask questions of one another through the Chair of the Panel.
- 4.7. The applicant(s) (or his or her representative), responsible authorities, and or interested parties will be allowed an equal period of time (per party) allowed in which all parties can exercise their rights. This will be determined on a case by case basis.
- 4.8. New evidence by the applicant(s), and any responsible authority or interested party will only be considered with the agreement of all parties present at the hearing. The Licensing Authority expects any such evidence to be submitted to the Head of Community Safety & Licensing 48 hours prior to a hearing to allow the Panel, applicant(s), any responsible authority, or interested party the opportunity to consider it.

- 4.9. The Panel may retire at any point during the hearing to consider interim points as they arise.
- 4.10. Agendas, reports, and associated documents relating to the application will be distributed to the Panel prior to the hearing. Panel Members will read and have taken into account the information relating to the application. Applicant(s) (or his/her representative), responsible authorities, and interested parties should in the interest of fairness, efficiency and cost-effectiveness, ensure that their address is factual, and outlines 'key points' relating to the application and the positive or negative impact on the licensing objectives. The Licensing Panel can only consider the impact of an application on the four licensing objectives and will disregard information relating to other matters.
- 4.11. At the conclusion of the public hearing, the Panel will retire to carry out its deliberations and determination of the application. The Panel may have support in the process from an officer of the Licensing Authority, usually a Solicitor or a representative of the Chief Executive. Any advice given to the Panel by an officer of the Council will be disclosed to the applicant(s) (or his/her representative), responsible authorities, and interested parties. Following the deliberation, the Panel will determine the application and announce the decision. This may include:
- (i) Granting the licence in accordance with the operating schedule
 - (ii) Granting the licence in accordance with the operating schedule, but taking into account representations made by the responsible authorities and or interested parties
 - (iii) Applying condition(s) taken from the Licensing Authority's Pool of Conditions or constructing a condition(s) to address the negative impact of an application on one or more of the four licensing objectives
 - (iv) Refusing the application based on the likely negative impact of the proposal on one or more of the licensing objectives
 - (v) Deferring the determination, or adjourning the hearing.

5. Information

- 5.1. Licensing Panels will consist of three elected members of the Licensing Authority (West Oxfordshire District Council). They will all be members of the Licensing Committee required to be established by virtue of the Licensing Act 2003, and will have received prior training on the Licensing Act 2003 and Panel Procedures.
- 5.2. The applicant(s), responsible authorities, and interested parties will be notified of the Panel's decision in writing.
- 5.3. In cases where a decision cannot be given at the end of the hearing, the Licensing Authority will inform the applicant(s) when they will be notified of the decision within five working days.
- 5.4. Decisions will generally be taken regardless of whether the applicant(s) is present, unless an application for an adjournment has been made and granted.
- 5.5. The record of the hearing will be published 10 working days after the hearing on the Licensing Authority's web site - www.westoxon.gov.uk and will be available for public inspection at West Oxfordshire District Council, Woodgreen, WITNEY, Oxfordshire OX28 1NB.
- 5.6. The Licensing Authority may remove disruptive persons from the hearing. These persons will be allowed to submit for consideration, before the end of the hearing, any written representations that relate to the licensing objectives they had wished to make orally to the hearing.

- 5.7. Clerical errors do not render the licensing hearing procedure void. The Licensing Authority will seek to cure any irregularity or error as soon as practicable.
 - 5.8. Written correspondence and documentation relating to the application, both in support and in objection will be made available in its entirety to the Licensing Panel, the applicant(s), responsible authorities, interested parties, and the public so that they can prepare for the hearing and, in the case of the Panel, make an informed decision on the application.
- 6. Appeals**
- 6.1. Applicant(s), responsible authorities, and interested parties have a right to appeal against the decision of a Licensing Panel. Details can be obtained from Community Services, West Oxfordshire District Council, Elmfield, WITNEY, Oxfordshire OX28 1PB Telephone: (01993) 861636. Email: community.services@westoxon.gov.uk.

SCHEDULES 1, 2 & 3 OF THE LICENSING ACT 2003(HEARING) REGULATIONS

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
1. Section 18(3)(a) (determination of application for premises licence).	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 17(5)(c).	Section 18(3)(a) (determination of application for premises licence).	(1) The person who has made the application under section 17(1); (2) persons who have made relevant representations as defined in section 18(6).	Section 18(3)(a) (determination of application for premises licence).	The person who has made the application under section 17(1).	The relevant representations as defined in section 18(6) which have been made.
2. Section 31(3)(a) (determination of application for a provisional statement).	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 17(5)(c) by virtue of section 30.	Section 31(3)(a) (determination of application for provisional statement).	(1) The person who has made the application under section 29(2); (2) persons who have made relevant representations as defined in section 31(5).	Section 31(3)(a) (determination of application for provisional statement).	The person who has made the application under section 29(2).	The relevant representations as defined in section 31(5) which have been made.

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
3. Section 35(3)(a) (determination of application to vary premises licence).	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 17(5)(c) by virtue of section 34(5).	Section 35(3)(a) (determination of application to vary premises licence).	(1) The holder of the premises licence who has made the application under section 34(1); (2) persons who have made relevant representations as defined in section 35(5).	Section 35(3)(a) (determination of application to vary premises licence).	The holder of the premises licence who has made the application under section 34(1).	The relevant representations as defined in section 35(5) which have been made.
3. Section 39(3)(a) (determination of application to vary premises licence to specify individual as premises supervisor).	20 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under section 37(5).	Section 39(3)(a) (determination of application to vary premises licence to specify individual as premises supervisor).	(1) The holder of the premises licence who has made the application under section 37(1); (2) each chief officer of police who has given notice under section 37(5); (3) the proposed individual as referred to in section 37(1).	Section 39(3)(a) (determination of application to vary premises licence to specify individual as premises supervisor).	(1) The holder of the premises licence who has made the application under section 37(1); (2) the proposed individual as referred to in section 37(1).	The notices which have been given under section 37(6).

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
5. Section 44(5)(a) (determination of application for transfer of premises licence).	20 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under section 42(6).	Section 44(5)(a) (determination of application for transfer of premises licence).	(1) The person who has made the application under section 42(1); (2) each chief officer of police who has given notice under section 42(6); (3) the holder of the premises licence in respect of which the application has been made or, if the application is one to which section 43(1) applies, the holder of that licence immediately before the application was made.	Section 44(5)(a) (determination of application for transfer of premises licence).	(1) The person who has made the application under section 42(1); (2) the holder of the premises licence in respect of which the application has been made or, if the application is one to which section 43(1) applies, the holder of that licence immediately before the application as made.	The notices which have been given under section 42(6).

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
6. Section 48(3)(a) (cancellation of interim authority notice following police objections).	5 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under section 48(2).	Section 48(3)(a) (cancellation of interim authority notice following police objections).	(1) The person who has given notice under section 47(2); (2) each chief officer of police who has given notice under section 48(2). <i>(Two days notice by virtue of Regulation 6)</i>	Section 48(3)(a) (cancellation of interim authority notice following police objection).	The person who has given notice under section 47(2).	The notices which have been given under section 48(2).
7. Section 52(2) (determination of application for review of premises licence).	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 51(3)(c).	Section 52(2) (determination of application for review of premises licence).	(1) The holder of the premises licence in respect of which the application has been made; (2) persons who have made relevant representations as defined in section 52(7); (3) the person who has made the application under section 51(1).	Section 52(2) (determination of application for review of premises licence).	The holder of the premises licence in respect of which the application has been made.	The relevant representations as defined in section 52(7) which have been made.

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
8. Section 72(3)(a) (determination of application for club premises certificate).	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 71(6)(c).	Section 72(3)(a) (determination of application for club premises certificate).	(1) The club which has made the application under section 71(1); (2) persons who have made relevant representations as defined in section 72(7).	Section 72(3)(a) (determination of application for club premises certificate).	The club which has made the application under section 71(1).	The relevant representations as defined in section 72(7) which have been made.
19. Section 85(3)(a) (determination of application to vary club premises certificate).	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 71(6)(c) by virtue of section 84(4).	Section 85(3)(a) (determination of application to vary club premises certificate).	(1) The club which has made the application under section 84(1); (2) persons who have made relevant representations as defined in section 85(5).	Section 85(3)(a) (determination of application to vary club premises certificate).	The club which has made the application under section 84(1).	The relevant representations as defined in section 85(5) which have been made.

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
10. Section 88(2) (determination of application for review of club premises certificate).	20 working days beginning with the day after the end of the period during which representations may be made as prescribed under section 87(3)(c).	Section 88(2) (determination of application for review of club premises certificate).	(1) The club which holds the club premises certificate in respect of which the application has been made; (2) persons who have made relevant representations as defined in section 88(7); (3) the person who has made the application under section 87(1).	Section 88(2) (determination of application for review of club premises certificate).	The club which holds the club premises certificate in respect of which the application has been made.	The relevant representations as defined in section 88(7) which have been made.
11. Section 105(2)(a) (counter notice following police objection to temporary event notice).	7 days beginning with the day after the end of the period within which a chief officer of police may give a notice under section 104(2).	Section 105(2)(a) (counter notice following police objection to temporary event notice).	(1) The premises user; (2) each chief officer of police who has given notice under section 104(2). <i>(Two days notice by virtue of Regulation 6)</i>			

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
12. Section 120(7)(a) (determination of application for grant of personal licence).	20 working days beginning with the day after the end of the period within which the chief officer of police may give a notice under section 120(5).	Section 120(7)(a) (determination of application for grant of personal licence).	(1) The person who has made the application under section 117(1); (2) the chief officer of police who has given notice under section 120(5).	(No 11) Section 120(7)(a) (determination of application for grant of personal licence).	The person who has made the application under section 117(1).	The notice which has been given under section 120(5).
13. Section 121(6)(a) (determination of application for the renewal of personal licence).	20 working days beginning with the day after the end of the period within which the chief officer of police may give a notice under section 121(3).	Section 121(6)(a) (determination of application for renewal of personal licence).	(1) The person who has made the application under section 117(1); (2) the chief officer of police who has given notice under section 121(3).	(No 12) Section 121(6)(a) (determination of application for renewal of personal licence).	The person who has made the application under section 117(1).	The notice which has been given under section 121(3).
14. Section 124(4)(a) (convictions coming to light after grant or renewal of personal licence).	20 working days beginning with the day after the end of the period within which the chief officer of police may give a notice under section 124(3).	Section 124(4)(a) (convictions coming to light after grant or renewal of personal licence).	(1) The holder of the licence in respect of which the notice has been given; (2) the chief officer of police who has given notice under section 124(3).	(No 13) Section 124(4)(a) (convictions coming to light after grant or renewal of personal licence).	The holder of the licence in respect of which the notice has been given.	The notice which has been given under section 124(3).

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
15. Section 167(5)(a) (review of premises licence following closure order).	10 working days beginning with the day after the day the relevant licensing authority receives the notice given under section 165(4).	Section 167(5)(a) (review of premises licence following closure order).	(1) The holder of the premises licence in respect of which the review has been made; (2) persons who have made relevant representations as defined in section 167(9). <i>(Five days notice by virtue of Regulation 6)</i>	<i>(No 14)</i> Section 167(5)(a) (review of premises licence following closure order).	The holder of the premises licence in respect of which the review has been made.	The relevant representations as defined in section 167(9) which have been made.
16. Paragraph 4(3)(a) of Schedule 8 (determination of application for conversion of existing licence).	10 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under paragraph 3(2) or (3) of Schedule 8.	Paragraph 4(3)(a) of Schedule 8 (determination of application for conversion of existing licence).	(1) The person who has made the application under paragraph 2(2) of Schedule 8; (2) each chief officer of police who has given notice under paragraph 3(2) or (3) of Schedule 8. <i>(Five days notice by virtue of Regulation 6)</i>			

Schedule 1		Schedule 2		Schedule 3		
Column 1	Column 2	Column 1	Column 2	Column 1	Column 2	Column 3
Provision under which hearing is held.	Period of time within which hearing must be commenced.	Provision under which hearing is held.	Persons to whom notice of hearing is to be given	Provision under which hearing is held	Person to whom notice of hearing is given	Documents to accompany notice of hearing
17. Paragraph 16(3)(a) of Schedule 8 (determination of application for conversion of existing club certificate).	10 working days beginning with the day after the end of the period within which a chief officer of police may give a notice under paragraph 15(2) or (3) of Schedule 8.	Paragraph 16(3)(a) of Schedule 8 (determination of application for conversion of existing club certificate).	(1) The club which has made the application under paragraph 14(2) of Schedule 8; (2) each chief officer of police who has given notice under paragraph 15(2) or (3) of Schedule 8. <i>(Five days notice by virtue of Regulation 6)</i>			
18. Paragraph 26(3)(a) of Schedule 8 (determination of application by holder of a justices' licence for grant of personal licence)	10 working days beginning with the day after the end of the period within which the chief officer of police may give a notice under paragraph 25(2) of Schedule 8.	Paragraph 26(3)(a) of Schedule 8 (determination of application by holder of a justices' licence for grant of personal licence).	(1) The person who has made the application under section 117 to which paragraph 23(1) of Schedule 8 applies; (2) the chief officer of police who has given notice under paragraph 25(2) of Schedule 8. <i>(Five days notice by virtue of Regulation 6)</i>			

Copies of the Licensing Hearing Procedure are available from:

Community Safety and Licensing
West Oxfordshire District Council
Woodgreen
WITNEY
Oxfordshire
OX28 1NB

Telephone: (01993) 861636
Email: licensing@westoxon.gov.uk

Copies can also be downloaded on the Councils web site – www.westoxon.gov.uk.